BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND

AIR FORCE RESERVE COMMAND POLICY
DIRECTIVE 33-1

4 April 1997

Communications and Information

INFORMATION MANAGEMENT (IM)
TRAINING

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SUMMARY OF REVISIONS

This revision deletes previous paragraph **1.2.2.1.**, adds the use of IMTP or any other tracking program (paragraph **1.2.2.2.**), identifies specialized training, that is, RIMS, APMP, CAR, etc.(paragraph **1.2.2.5.**), adds document security (paragraph **1.2.2.6.2.**), adds FOUO (paragraph **1.2.2.6.3.**), deletes the requirement to teach publications and forms management and administrative orders, and adds Navigating the Infobase as a mandatory topic (paragraph **1.2.2.6.6.**).

1. Purpose. An Information Management (IM) recurring proficiency training program is required at each location where Reserve 3A0X1 personnel are assigned. This directive establishes policy to manage the Information Management Training Program, ensuring individuals are trained to serve their organizations and are prepared, if mobilized, to fulfill wartime requirements. The objective is to train both military and civilian personnel, in all Air Force Specialty Codes (AFSC), who perform administrative duties. It applies to all functions and levels of command (wing and below) throughout the Air Force Reserve.

  1.1. HQ AFRC Director of Communications and Information assesses training programs through staff assistance visits.

  1.2. This directive establishes the following responsibilities and authorities:

    1.2.1. Commanders support the IM training program ensuring--through subordinate commanders, staff agency chiefs, and supervisors--that all 3A0X1 personnel and others performing administrative duties successfully complete training.

    1.2.2. Information Systems Flight Chief:

      1.2.2.1. Utilize command--developed training materials adding local procedures as necessary. Utilize computer-based training for make-up training and for individuals who are unable to

attend classroom training.

1.2.2.2. Maintain class attendance records. Uses the Information Management Training Program (IMTP) or any another program that will track attendance and completion records and provide supervisors records of training. Keep commander and/or staff agency chiefs aware of training program attendance.

1.2.2.3. Offer training to collocated units that are geographically separated from their parent organization.

1.2.2.4. Offer training materials to geographically separated units (GSU).

1.2.2.5. Identify personnel who require specialized training, that is, RIMS, APMP, CAR, etc.

1.2.2.6. 3A0X1s will be trained on each of the following topics a minimum of every two years. Add additional topics as required locally.

1.2.2.6.1. Preparing Official Communications.

1.2.2.6.2. Processing Official Mail/Document Security.

1.2.2.6.3. Privacy Act/Freedom of Information Act/FOUO.

1.2.2.6.4. Publications and Forms Distribution.

1.2.2.6.5. Maintenance of Publications Libraries.

1.2.2.6.6. Navigating the Infobase.

1.2.2.6.7. Records Management.

1.3. See **Attachment 1** for measure of policy success.

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Attachment 1

IM RECURRING PROFICIENCY TRAINING